

Goods Receipt Purchase Order

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Introduction

A goods receipt (GR) provides confirmation that the items ordered have been satisfactorily received and an invoice has been approved for payment. Supplier invoices will not be paid until a goods receipt is performed. You can create a partial receipt if only part of the order has been received.

Goods receipts are required for some, but not all, items purchased by the District using an SAP shopping cart. A goods receipt (GR) is entered into SAP when the items are received by a school or department. This is also true for orders that were ordered by a different department, such as Title 1, on behalf of a school. Suppliers cannot be paid until the invoice and the corresponding goods receipt have been entered into SAP, where applicable.

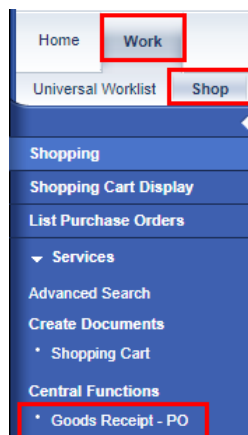
Emails are sent to schools and departments listing purchase orders (PO) and line items that require a goods receipt (GR) be entered into SAP. Only submit GRs for POs listed in the email.

Note: A goods receipt (GR) can also be called a confirmation.

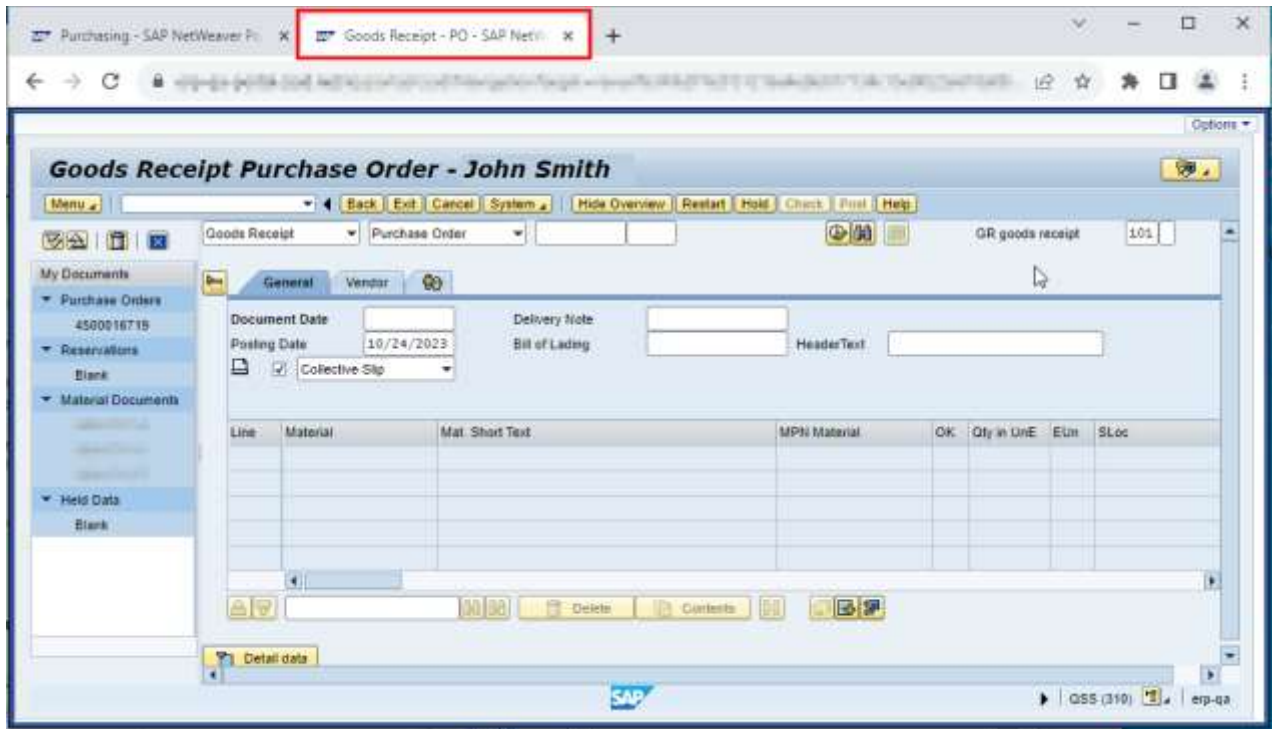
Before submitting a goods receipt (GR), make sure to set a user setting. It only needs to be set one time and can only be set by the end-user. When the GR is posted, this setting ensures that notice of the GR is sent to the Ariba supplier. Instructions are at the end of the document, click [Updating User Setting](#).

How to Enter a Goods Receipt (GR)


- Login to SAP
- Click the Work tab
- Click the Shop tab
- Click Goods Receipt - PO (on the left side)

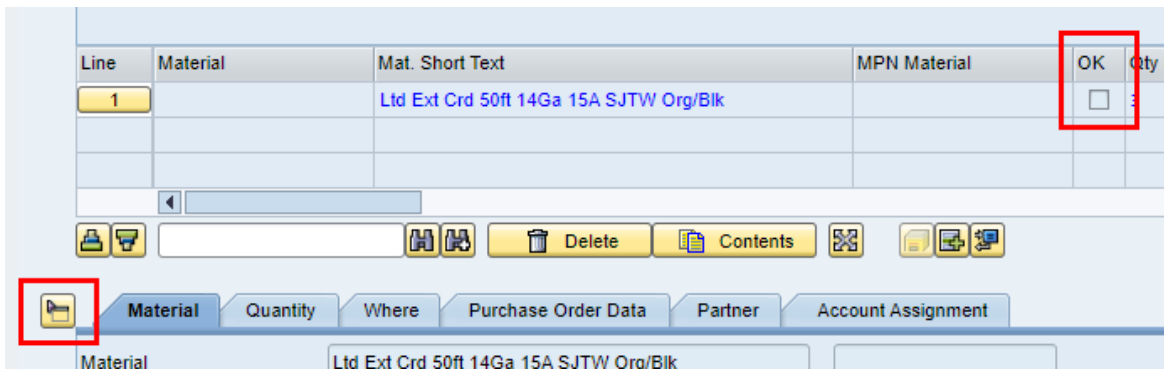


A blank Goods Receipt Purchase Order opens in a new browser tab.

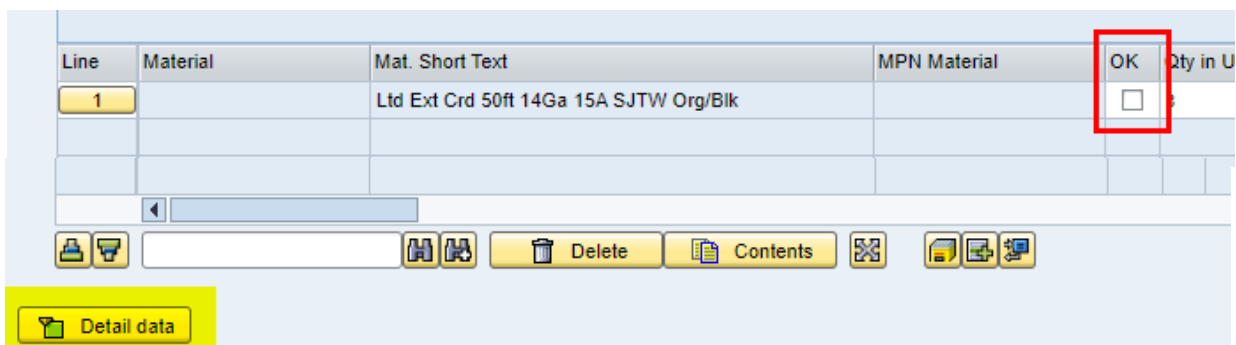


Important – Close Detail Data area

If the Detail Data area is open at the bottom of the form, click the Close Detail Data button . If you leave the Detail Data area open, you will not be able to click in the OK checkbox in the line.

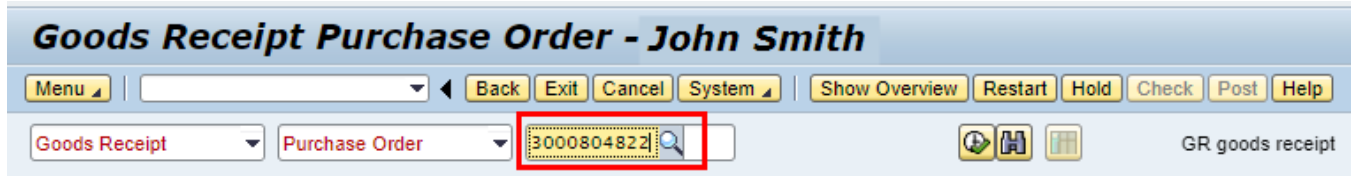


After the Close Detail Data button is clicked:

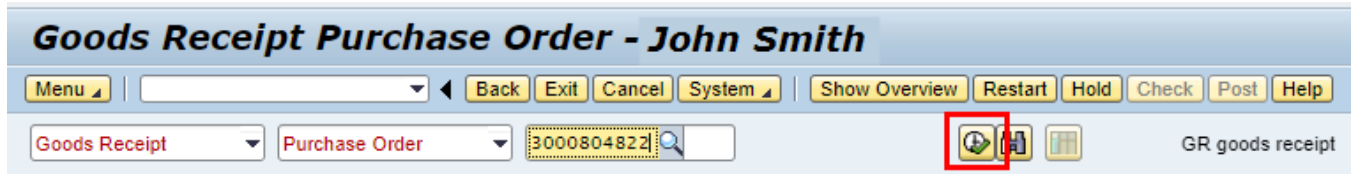


Enter the Purchase Order (PO) number

Copy the PO number from the email and paste it into the Purchase Order field. Use keyboard shortcuts for copy (Ctrl+c) and paste (Ctrl+v). The PO number may also be typed into the field.




Click the Execute button  or press the Enter key.

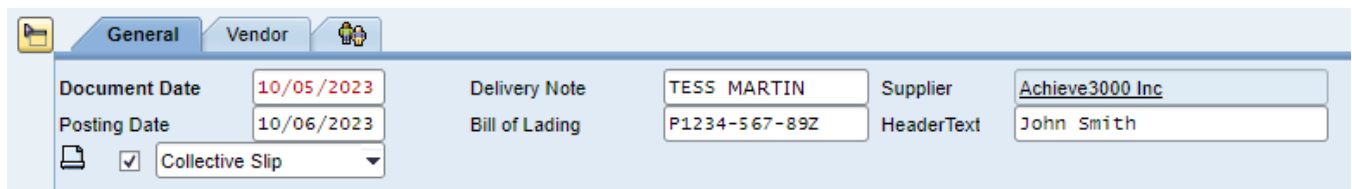


Information about the items from the PO is filled in by the system. Only items from the PO that require a GR will be listed. Items on a PO that have already been received and have had a GR submitted or do not require a GR will not be listed.



Fill in the GR information

- Document Date – Date item(s) were received
Type in the date or click the search icon  and select the date from the calendar
- Delivery Note – Name of the person who received the items (maximum 16 characters)
- Bill of Lading – Packing slip number (maximum 16 characters). If a packing slip or bill of lading was not included, type in “None included”.
- Header Text – Name of the person who posts (submits) the Goods Receipt (maximum 25 characters)



Important: Only fill in the item information for those items received. Problems are caused if a goods receipt is submitted for items that have not been delivered.

Example: Line item details

In this example, only some of the items were shipped by the supplier -- 2 rolls (all) of line 1 and 3 of 6 rolls of line 2.

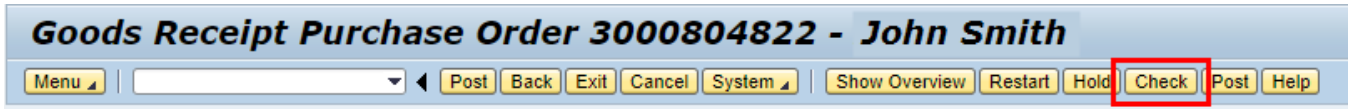
In line 1 -- click the OK checkbox.

In line 2 -- change the quantity in the Qty in UnE field to 3 and click the OK checkbox

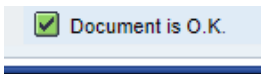
Do not check the OK box or change the Qty in UnE on line 3 since this item has not yet been delivered

Line	Material	Mat. Short Text	MPN Material	OK	Qty in UnE	Cost
1		PAPER,ARTKRFT,36"X1000',AQUA		<input checked="" type="checkbox"/>	2	911
2		PAPER,ART,LTGRN,36XM		<input checked="" type="checkbox"/>	3	911
3		PAPER,ART,RED,36X1000		<input type="checkbox"/>	6	911

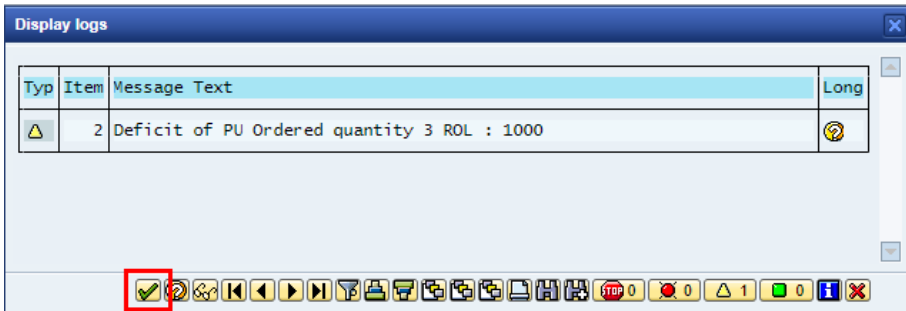
Click the Check button.



After clicking the Check button, the system displays the message "Document is O.K." at the bottom of the form.



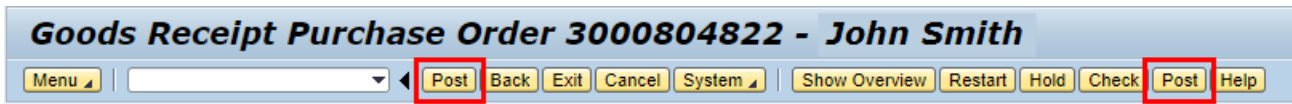
If any other message is displayed, make the necessary corrections and click the Check button again. For this example a warning message about the difference in quantity for line 2 is displayed. This is OK. Click the *Continue* (Enter) button (✔).



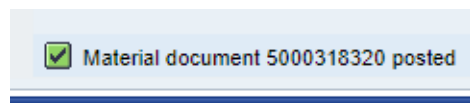
If you get a message about a serial number, do not check the OK checkbox. The Purchasing Department handles goods receipts for items with serial numbers.

Posting (submitting) the Goods Receipt

Click either Post button



All the fields on the Goods Receipt Purchase Order form will become blank. The Material document number will be displayed at the bottom of the form. Note: SAP uses "Material document" as a generic name for any document related to a material. Here it refers to the goods receipt document.



Display Material document number (GR number) on Shopping Cart

The Material document number will be listed on the shopping cart, illustrating that a goods receipt has been submitted for that item.

Open the shopping cart.

The item status is displayed. Scroll to the right to see the Item Status.

Item Overview					
Details Add Item Copy Paste Duplicate Delete Create Confirmation					
Line Number	Item Type	Product ID	Description		P
1	Material		PAPER,ARTKRFT,36"X1000',AQUA	60	
2	Material		PAPER,ART,LTGRN,36XM	60	
3	Material		PAPER,ART,RED,36X1000	60	

Item Status	
Completely Confirmed	A
Partially confirmed	A
Purchase order created	A

Click the Details button or the Description link to go to the Details for Item area at the bottom of the window.

Item Overview					
Details Add Item Copy Paste Duplicate Delete Create Confirmation					
Line Number	Item Type	Product ID	Description		P
1	Material		PAPER,ARTKRFT,36"X1000',AQUA	60	
2	Material		PAPER,ART,LTGRN,36XM	60	
3	Material		PAPER,ART,RED,36X1000	60	

Click the Related Documents tab.

The Goods Receipt is called a Confirmation on the shopping cart. The name of the person who received the items that was entered on the GR is listed. The example number here is 2023/5000318320/1 (year / GR# / GR line item number). A GR line item number may be different than the shopping cart line number which may also be different than the purchase order line item number.

Details for item 1 PAPER,ARTKRFT,36"X1000',AQUA						
Item Data		Account Assignment	Notes and Attachments	Sources of Supply / Service Agents	Approval Process Overview	Related Documents
▼ History						
View: United States Dollar						
Document	Name	Document Number	Back-End Document Number	Status	Date	
Shopping Cart	PAPER,ARTKRFT,36"X100...	4349493/1		Follow-on Document Created	10/05/2023	
	Total					
Purchase Order	PAPER,ARTKRFT,36"X100...		3000804822/1		10/05/2023	
	Total					
Confirmation	TESS MARTIN		2023/5000318320/1		10/06/2023	
	Total					

FAQ

Contact Information

If you have any questions regarding goods receipt, please contact the applicable Purchasing Buyer at (702) 799-5225, click link for a list of extensions [Purchasing Department Directory](#).

Should I submit a goods receipt when items are delivered?

Wait for the email notice to submit a goods receipt. The notice is only sent for items that require a goods receipt. If a PO does not have any items that require a GR, a notice will not be sent. Notifications for items with serial numbers are sent to be processed by the Purchasing Department, not to schools or departments.


What if the GR requires a serial number?

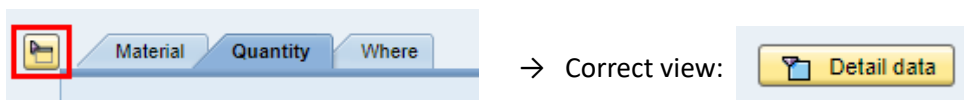
Goods receipts that require a serial number are processed by the Purchasing Department. Do not check the OK checkbox for items that require a serial number be entered in the GR.

What does “Document 3000xxxxx” does not contain any selectable items” mean?

Either the PO does not have any items that require a GR or a GR has already been submitted for items that required a GR.

Why can't I click the OK checkbox? Why are only two lines of the PO displayed?

If the Detail Data area is open at the bottom of the form, you will not be able to check the OK checkbox in the line item. Click the Close Detail Data button  found below the list of items. You will be able to check the OK checkbox in the line. If the GR has more than 10 lines, use the scroll bar on the right. See information on page 2.



Why are there less items on the PO than on my shopping cart?

A shopping cart may have items purchased from different suppliers. A separate PO will be created for each supplier, for example, a shopping cart with three suppliers will have three separate POs.

Why are there less items on the GR than on the PO?

Items that do not require a GR will not be listed. Only items from the PO that currently require a GR will be listed. If items on a PO have already received a GR, they will not be listed.

Are Goods Receipts required for items ordered using a Purchasing Card?

No. Only items ordered using SAP shopping carts may require a Goods Receipt.

Does funding for an item affect whether it needs a GR?

Yes, items purchased with certain funds require a GR.

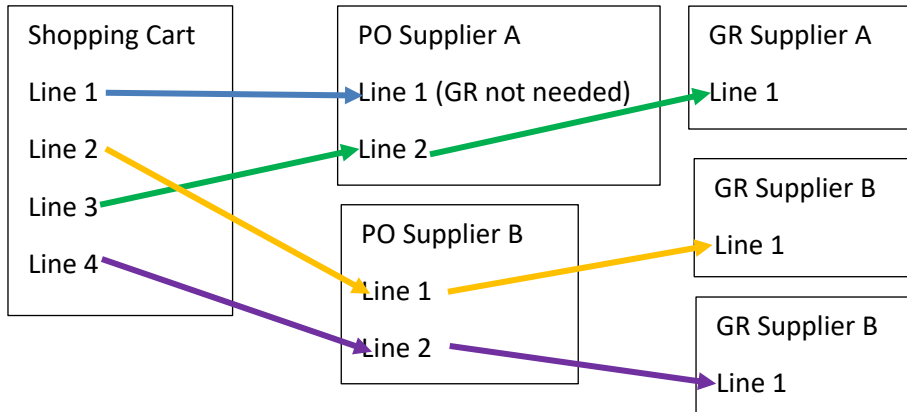
For some funds and product categories, the value of a shopping cart can determine if a GR is required.

What is a confirmation or receiver?

Confirmation and receiver are other name for goods receipts.

Why is the goods receipt line number different than the shopping cart line number?

A GR line item number may be different than the shopping cart line number which may also be different than the purchase order line item number. In this example the shopping cart has items from two suppliers, so two POs are created. The items from supplier B were shipped at different times, so needed two GRs.



Updating User Setting

Ariba suppliers do business with CCSD through the Ariba Network; receiving POs, sending invoices, etc. Setting the user parameter ensures that the Ariba supplier receives notice of a GR automatically when it is posted. Changing the setting only needs to be done one time.

- Log in to SAP Portal
- Click Home tab > Personal tab (window will display Maintain User Profile)
- Click Parameters tab
- Add Set/Get parameter ID = NDR
- Add Parameter value = X
- Click Save

The screenshot shows the SAP Maintain User Profile interface. The 'Home' and 'Personal' tabs are highlighted. The 'Parameters' tab is selected, and the 'Save' button is highlighted. The user profile is for 'MILLIES1', changed by 'BATCH-BC' on '11/08/2022' at '03:13:00', with a status of 'Revised'. The 'Parameters' table is shown with the following data:

Set/Get parameter ID	Parameter value	Short Description
SOST	XXXX X X2XXX XX X	SOST: User Settings
SPA	01	DIVISION
VKO	1000	Sales organization
VTW	01	Distribution channel
WLC	X X XX X 00000	Workflow: User-specific
WRK	1000	Plant
NDR	X	